

COUNTY OF COLE - MISSOURI



REQUEST FOR PROPOSAL

2025-13: AUDIO VIDEO EQUIPMENT UPGRADE

SUBMISSIONS SHALL BE ACCEPTED UNTIL

THURSDAY, MARCH 27TH at 3:00 p.m. CST

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-referenced company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of this solicitation and all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR PROPOSAL

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2025-13 AUDIO VIDEO EQUIPMENT UPGRADE

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 3:00 p.m. on Thursday, March 27th, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jessica Bryant at jbryant@colecounty.org.

NEWS TRIBUNE: Feb 23, March 2, 9

Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

COMMISSION
(573) 634-9110

PURCHASING
1736 SOUTHRIDGE DRIVE
JEFFERSON CITY, MISSOURI 65109

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

1.1 NOTIFICATION. This document constitutes a request for competitive, sealed offers per the terms and conditions of bidding and any special conditions set forth herein for the provision to upgrade the current audio and video system located in the Commission Chambers at 311 East High Street Room 200, Jefferson City, Missouri 65101.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this solicitation. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are invited to prepare an offer in response to this document and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section titled "EXCEPTIONS" within their submission.

1.2 PRE-BID MEETING. An optional pre-bid meeting will be held on Monday, March 10th at 9:00 a.m. Attendees are to meet at the Cole County Commission Chambers located at 311 East High Street Room 200, Jefferson City, Missouri 65101 at approximately 9:00 a.m. Attendance is not prerequisite for submitting a response to this invitation. This meeting will provide an opportunity for potential respondents to view the site of work and ask questions/seek clarification on the outlined requirements prior to submitting a response.

1.3 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION. Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jessica Bryant
jbryant@colecounty.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

1.4 ISSUANCE OF ADDENDA. Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounty.org. An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.5 SUBMISSION REQUIREMENTS. A fully executed bid, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall be:

- submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- Complete and signed by an official authorized to obligate the agency or company submitting the bid;
- inclusive of (1) complete original bid and two (2) exact duplicates (electronic copies are appreciated for any response exceeding 50 pages).

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be considered. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception**.

1.6 BID OPENING. Submissions will be publicly opened in the Cole County Commission Chambers on Thursday, March 27th at 3:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

1.7 ADVICE OF AWARD. Award notification letters, along with a bid tabulation summarizing responses received, will be sent via email to all parties that submitted a response upon bid award by the Cole County Commission.

2.0 TERMS AND CONDITIONS

2.1 INCURRING COSTS. Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.

2.2 RESERVATIONS. The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.

2.3 MODIFICATION/WITHDRAWAL. Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.

- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission on a separate page clearly titled "EXCEPTIONS." Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications or any part thereof, which affect the cost, quality, quantity, or character of the project or service, he shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the Plans and Specifications. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular item or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product(s) to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.

- 2.12 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Price submitted for each item shall include all cost, of whatever nature, that is involved in achieving the good or service per the Specifications. Bids qualified by escalator clauses may not be considered.
- 2.13 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.14 **CANCELLATION.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County.
- 2.15 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 2.16 **DEFAULT.** In case of default by the bidder or contractor, the County of COLE will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.17 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.18 **SHIPMENTS.** All shipments shall be F.O.B. destination, freight prepaid.
- 2.19 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.

The contractor must agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by an agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the contractor's performance of the provisions of the agreement. It shall be the obligation of the contractor to apply for, pay for, and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

- 2.20 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an "as needed, if needed" basis for Cole County in accordance with the provisions and requirements stated herein. The resulting contract does not guarantee that all purchases of this nature will go to the successful respondent(s), but rather establishes a primary vendor. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.21 **ASSIGNMENT.** The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.

- 2.22 **EVALUATION.** The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one bidder is superior to another, but simply that in our judgment the contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County.
- 2.24 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.25 **INSURANCE REQUIREMENTS.** The Successful Contractor shall purchase and maintain in force, at its own expense and with an insurance company licensed to do business in the State of Missouri, such insurance as will protect Contractor from claims which may arise out of or result from the execution of the work under the contract resulting from this Request for Bid, whether such execution be by him/herself, his/her employees, agents, or by anyone for whose acts he/she may be liable. If any such work covered under the Contract is to be performed on County-owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from claims for injury and damage resulting by any actions on the part of the Successful Bidder as enumerated above. All policies must name the County as an additional insured and provide thirty (30) days written notification to the County prior to any material changes or cancellation.
- 2.25.1 **EMPLOYERS LIABILITY AND WORKERS COMPENSATION INSURANCE.** The Contractor shall take out and maintain during the life of this contract, Employers Liability and Workers Compensation Insurance for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.25.2 **COMMERCIAL GENERAL LIABILITY INSURANCE.** The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability.

Contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

2.25.3 The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

2.25.4 **SUBCONTRACTORS.** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

2.26 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

2.27 **CONTRACT TERMINATION.**

2.27.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies

delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

2.27.2 TERMINATION FOR CONVENIENCE. The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

2.28 ANTI-DISCRIMINATION AGAINST ISRAEL ACT. The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

2.29.0 FEDERAL WORK AUTHORIZATION PROGRAM. Proposers that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Proposer's business status changes during the life on the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 582.530, RSMo, then the Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify.

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.e-verify.gov/>.

3.0 SCOPE OF WORK

3.1 **OVERVIEW.** The County is seeking to replace the current audio and video system located in the Commissions Chambers at 311 East High Street Room 200, Jefferson City, Missouri 65101. The County currently records and live streams multiple meetings per month from the Commission Chambers. The intent of this proposal is to upgrade the current audio and video components and provide a system that must have centralized audio video controls that are easy to use and require little to no training for the average user. The contractor is to install all equipment and items needed, interface with existing systems and equipment as necessary, test the systems, program equipment, adjust system levels, assure that no feedback occurs during use, train end users, and remove any unneeded existing equipment and/or wires to be disposed of as directed. The system should be flexible to allow for equipment changes or additions at a later date.

The system will replace the current analog system with a digital sound and video system that may include omni-directional ceiling mounted microphone(s) with the ability to be adjusted by zones, three microphones (gooseneck or similar) giving the Commissioners the ability to turn their mic on or off during the meeting, two cameras with the ability to switch the display according to who is speaking, and a cloud-based program to control the sound levels that can be controlled by multiple devices; laptop, tablet, mobile phone, etc. The system should be easy to use and work with our current YouTube Channel for live streaming, and make it easy to push recorded videos to a local county network for archiving. The County currently uses Open Broadcaster Software (OBS) to stream from our current system to YouTube. The current system captures video from our Cole County Commission Chambers and includes three (3) wired microphones on the County Commissioner's desk and one corded cardioid condenser boundary microphone on the main table for presenters (which we recently upgrade from using two (2) wireless microphones).

The County also has a video conferencing system in the Cole County Commission Chambers that is a separate system and that functionality does not need to be included.

The new system must include Digital Network Cameras with a minimum resolution of HD 1080p, that capture video with the ability to switch the camera feed to the person who is speaking, beamforming style microphone technology that provides the ability to capture the person speaking, and the ability to designate zones to prevent excess noise. It must include hardware and software that manages the sound and video and facilitate the component feed to YouTube via OBS. The new system must have the ability to allow access remotely or in place via computer or mobile device to adjust settings when needed. The county plans to purchase an iPad that will be used to start and stop video streaming, and that device does not need to be included in the bid.

The new system must include complete installation of all wiring and components, training on use, and setup. Include options for maintenance period.

The proposed shelf, rack, or cabinet needed for any components must be compact and presentable.

The system must be ADA compliant.

The contractor may watch previous held meetings by accessing our website at www.colecounty.org under 'Watch Meetings'.

The Cole County Commission Chambers is approximately 625.25 square feet.

3.2 **REQUIREMENTS.**

3.2.1 The contractor shall deliver, connect, and furnish all materials, appliances, and furnishings to deliver and install the proposed system.

- 3.2.2 The contractor shall complete assembly of all equipment in the system and perform all necessary wiring in order to effect complete interconnection of the components in the system.
- 3.2.3 The contractor shall provide all incidental material, appliances, tools, etc., required to complete the sound reinforcement system enumerated herein.
- 3.2.4 The contractor shall also perform all tests and calibrations necessary in order to show that the installed system is in proper and complete working order as specified herein.
- 3.2 **WORK HOURS.** The contractor shall provide service during normal business hours. Normal business hours shall be Monday – Friday 8:00 A.M. – 4:00 P.M. The County will consider allowing access outside normal business hours, if discussed. All schedules would have to be approved prior to starting the project.
- 3.3 **WORK QUALITY AND WORK TASK.** All work performed by the contractor shall be conducted in a professional manner consistent with accepted and customary business standards for these services. Where not more specifically described in any of the various sections of these specifications, work shall conform to all of the methods and operations of best standards and accepted practices of the trade.

4.0 SUBMISSION GUIDELINES

- 4.1 General Requirements. In order to be considered for selection, respondents must submit a complete response to this RFP and include one (1) original and two (2) exact duplicates.
- 4.2 Proposal Preparation. Proposals shall be prepared by providing straightforward, concise, and thorough description of the respondent’s capabilities to satisfy the requirements of this RFP and the needs of Cole County. Emphasis should be on brevity, completeness, and clarity of content.
- 4.3 Technical Proposal Requirements. Each respondent’s proposal shall be organized in the sequence indicated below:
- 4.3.1. Cover Page. Page 1 of this document, fully executed.
- 4.3.2. Qualifications and References. Respondents must have experience installing an audio and video system, and shall provide a written narrative describing the contractor’s expertise and experience relative to this project.
- 4.3.3. Proposed Approach. Contractors shall provide sufficient detail to demonstrate an understanding of the needs of Cole County and the ability to satisfy all requirements. At the minimum, the respondents shall address the following:
- Overview of proposed system capabilities and advantages
 - Hardware requirements for the proposed system
 - Brief project implementation plan with estimated time for each step or phase
 - Training plan
 - Support of the system following implementation
 - Service and maintenance factors
 - Identification of any specific items that need to be addressed by Cole County for the successful implementation of the system

4.3.4 Proposal Cost. Respondents shall submit a turn-key audio video system solution for Cole County based on the information obtained during the pre-bid meeting and this RFP. The cost proposal shall include all costs required for the successful implementation of this project and ongoing support/maintenance and should clearly identify any items beyond the scope of the proposed solution. Proposals shall be itemized at the component level.

BID NUMBER 2025-13

EXPERIENCE & REFERENCES

To be considered qualified by the County for the work contemplated herein, the respondent must have a minimum of three (3) years' relevant experience. For the purpose of verifying quality of service, please list customer references that the County may contact (minimum of three) to verify quality of work.

Years' relevant experience in projects of similar size and scope: _____ years

REFERENCE ONE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FOUR

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FIVE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid.

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

Sample E-Verify Memo of Understanding – MOU Electronic Signature Page



Company ID Number: XXXXXXXX

Approved by:

Employer <i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023